

**CLEVELAND FIRE AUTHORITY MEETINGS 2023/24****REPORT OF THE CLERK TO THE AUTHORITY****For Approval****1. PURPOSE OF REPORT**

- 1.1 To seek Members considerations regarding the proposed schedule of Cleveland Fire Authority meetings for the municipal year of 2023/24 as outlined at paragraph 3.2.

**2. RECOMMENDATIONS**

- 2.1 That Members consider the criteria used in the establishment of the schedule of meetings as outlined at paragraph 3.1.
- 2.2 That Members approve the Cleveland Fire Authority meeting schedule for 2023/24 as outlined at paragraph 3.2.

**3. INFORMATION**

- 3.1 Members are asked to consider the following issues prior to approval of the 2023/24 Meeting Schedule:

- The time and day (Fridays) of CFA meetings
- The venue
- The frequency of meetings

- 3.2 The meeting schedule for 2023/24 aligns with the Authority's business planning calendar, ensuring Members receive the most current information. Meetings will commence at 2.00pm and are held at Cleveland Fire Brigade, Training & Administration Hub, Endeavour House, Queens Meadow Business Park, Hartlepool, TS25 5TH. The proposed dates are as follows:-

- **9 June 2023 - Annual meeting**
- **28 July 2023**
- **13 October 2023**
- **8 December 2023**
- **9 February 2024**
- **29 March 2024**

- 3.3 The dates for the Authority's Committee meetings, as detailed at Appendix 1, will be presented to the Annual meeting of the Authority on 9 June 2023.

**KAREN WINTER**  
**CLERK TO THE AUTHORITY**